

HOW TO REGISTER TO SAM DATABASE (System for Award Management)

It is mandatory for all companies doing business with the U.S. Government valued over **\$30,000** to register on a website called "**SAM – System for Award Management**" at www.sam.gov. The website compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers.

To register in SAM, a Unique Entity ID (replacing Duns number) and a NCAGE code are required. If you do not have this information, it will have to be obtained before registering. There is no cost involved, neither in obtaining the numbers, nor registering in SAM.

Interested parties are strongly encouraged to register their business as soon as possible to avoid any delay in making an award to the successful bidder. When correct information is provided, the total registration process takes approximately 1 to 3 months.

INSTRUCTIONS:

For detailed instructions on Unique Entity ID and SAM registrations, go to the below website:

SAM.gov | [Entity Registrations](#)

[Quick Guide for International Registrations](#)

Instructions on how to register to SAM are as follows:

- Vendors needing to register in SAM will need to get their Unique Entity ID from SAM.gov, and their NATO Commercial and Government Entity (NCAGE) code from NATO, before they can complete their SAM registrations.
- The Legal Business Name and address provided for the Unique Entity ID, the NCAGE code and for SAM **must be the exact same** (including capitalization, spelling, punctuation, abbreviations, spacing, etc.). To make sure that it is the same information in each website, keep a record of the filled in information so you can copy it to each website. Applying for both at the same time makes it much easier to ensure that the information provided to both systems is identical. The most common mistake which results in delays in registration is when the information placed in each website do not match, and is difficult to correct after the fact.

UNIQUE ENTITY ID.:

1. To obtain a Unique Entity ID, go to [SAM.gov | Entity Registrations](#) and click **"Get Started"**. After you select your purpose of the registration (All Awards) and your entity type, you will enter your business information to get a Unique Entity ID.

NCAGE CODE:

1. Obtain an NCAGE Code by filling in your vendor information through [Request New NCAGE code \(nato.int\)](#). Click **"Request New"** to start your registration.
2. U.S. Embassy does not affiliate with any consultancy company for registration.
3. For you questions you may visit Turkey's NATO NCage contact office at <https://www.turkiye.gov.tr/msb-ncage-tahsis> or contact via their phone number 1-877-352-2255.
4. Your registration to NCAGE may take less than a week or up to few weeks. To follow up the status of your registration please visit the customer support website [Customer Support \(dla.mil\)](#).
5. After your NCAGE registration is approved, it should be transferred automatically to US NCage database ISC in short time. You may check its status through [Commercial and Government Entity Program \(dla.mil\)](#). In case of any delay, please email at dlacontactcenter@dla.mil to have it expediate.

SAM's REGISTRATION:

1. BEFORE REGISTERING in SAM, you will need the following:
 - a. Unique Entity ID
 - b. NCAGE code
2. Create an individual account in the SAM system by going to [SAM.gov | Home](#) and click **"Sign in"**.
3. Continue by filling in the required information. For detailed information on how to fill in the necessary fields, please click the following link for step-by-step instructions: [Entity Registration Checklist](#).
4. Make sure that the information you fill-in is exactly the same as the ones you provided for the Unique Entity ID and NCage.

5. You are required to submit a notarized letter appointing your company's authorized Entity Administrator according to the provided templates.
6. If you encounter any problems, please review the FAQ by reviewing the User Guide and International Registrant FAQ. These are accessible through the Help tab at the top of the [SAM.gov | Home](#). If you still have problems, you should contact the Federal Service Desk (FSD) through the web form at [FSD.gov](#) or by calling +1 334-206-7828 (international).

Renew Entity:

To renew your entity, go to [SAM.gov | Entity Registrations](#) and click “**Renew Entity**”. For “Frequently asked update/renew entity” questions please visit [GSAFSD kb articles - GSA Federal Service Desk Service Portal](#).

Non-U.S. Banking Information:

*Non-U.S. located registrants are not required to enter Electronic Funds Transfer (EFT) information. Note that you must enter Remittance Address Information on the **Financial Information** page. If you use a U.S. bank account for government business, you may provide your EFT information. SAM will not accept Non-U.S. banking information.*

Frequently asked international registrant questions: Please click question.

[I am an international registrant; can I enter my bank information in SAM?](#)

[I am a international registrant and need to find an NCAGE Code to register in SAM.gov. How do I get an NCAGE code?](#)

[Why is SAM.gov stating my NCAGE Code does not exist when I register a new international entity?](#)

[I am an international registrant and my address changed. How do I change my address in SAM.gov?](#)

[What are the formatting requirements for phone numbers in SAM.gov entity registrations?](#)